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UNIVERSITY OF HAWAII AT MĀNOA

OFFICE OF THE CHANCELLOR

February 21, 2006

MEMORANDUM

TO: Academic Deans and Directors
Department Chairs and Program Directors

FROM: Neal Smatresk
Vice Chancellor for Academic Affairs

SUBJECT: Management of UHM Course Listings

Last semester, we discussed an initiative to manage the growing number of academic courses listed in our catalog that were not being offered. Our plan was to automatically eliminate any course that has not been offered over the last 4 academic years or 8 regular semesters. We are now ready to implement our plan. The dates for the deletion of courses with no enrollment is Monday, April 17, 2006 for the spring semester, and Monday, November 20, 2006, for the fall. We plan to review courses on a biannual basis.

A document containing all courses that are currently listed in our catalog is available for review at <http://www.hawaii.edu/ovcaa/academics/courses/current.xls>. The first file, which is by departmental alpha, includes the number of students registered in the courses per semester at the end of the drop period. The second file, which may be accessed by clicking on the "Courses Not Offered" tab at the bottom of the document, identifies which courses will be deleted on April 17th. If you have questions about courses marked for deletion, please contact University Registrar Stuart Lau at 956-8010.

If you wish to continue to offer a course designated for elimination, please send a written request to Ronald Cambra for all undergraduate and 500-level courses, or to Peter Garrod for all graduate (600 and over) courses. Please include a rationale for why the course should remain in the catalog and the impact on your students if not re-instated. A decision will be made within five days of receiving your request.

If you have any questions about this policy, please direct them to Assistant Vice Chancellor Cambra at 956-8844 or Dean Garrod at 956-7541. We encourage departments to periodically review their curriculum and courses so that our students will have access to an up-to-date listing of our offerings. Thank you.

c: Dean Peter Garrod
Assistant Vice Chancellor Ron Cambra
Interim Director Jan Heu
Director Thomas Hilgers
University Registrar Stuart Lau
Course Catalog Specialist Lisa Akamine
Catalog Coordinator Diane Nakashima